

## Recording Flexiplace (Telecommuting) Labor Hours (Regular, Situational, or Medical)

1. To record telecommuting regular hours as "Flexiplace" (Regular, Situational, or Medical) enter the regular hours (RG) for the day that it applies. Click "Save" and then click on the "NtDiff/Haz/Oth" button located below the row on the screen. The page will change as shown below:

ATAAPS 14 Day Labor Window - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <https://ataaps.doe.gov/ataaps/ControllerServlet>

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LoggedInAs: [BEALL, PAULETTE C](#) UIC: 1M0000

Team: 815531

Employee: BEALL, PAULETTE C

Begin Pay Period: 2003-Sep-07

NtDiff/Haz/Oth: No **Concur: No** **Certified: No** **Sent To Payroll: No**

September 7 8 9 10 11 12 13 14 15 16 17 18

Work Center Task Job Order Type hr Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu

AASA WM0000000 RG 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00

NtDiff

Haz/Oth add add add add

Reported Hours 32.00: 0.00 8.00 0.00 8.00 0.00 0.00 0.00 0.00 8.00 0.00 8.00 0.00

Save DeleteRows NtDiff/Haz/Oth InsertRow Refresh Summary Create LU

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2. You then click on "add" below the day the entry will apply and the system will display the following screen:

Employee: BEALL, PAULETTE C

Date: 9/8/2003

Job Order: WM0000000

Op Code:

Type Hours: RegGrd

Reason: BK - Grievance and Appeals  
TM - Telework Medical  
TS - Telework Ad Hoc/Situational  
TW - Telework Regular

Reason Remove Cancel

Click Here After Selecting the Reason Code Above

- Highlight the type of flexiplace that applies and click the "Reason" button. The system will return to the labor screen and the proper code will be displayed under the day you indicated as shown below. You will need to repeat this for each day that flexiplace was worked.

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|                     |                   |  |                     |
|---------------------|-------------------|--|---------------------|
| LoggedInAs:         | BEALL, PAULETTE C | UIC: 1M0000                              |                     |
| Team:               | 815531            | <input type="button" value="Team"/>      |                     |
| Employee:           | BEALL, PAULETTE C | <input type="button" value="Employee"/>  |                     |
| Begin Pay Period:   | 2003-Sep-07       | <input type="button" value="PayPeriod"/> |                     |
| NtDiff/Haz/Oth: Yes | Concur: No        | Certified: No                            | Sent To Payroll: No |

  

|                          |                             |                      |                           | September            |      |      |      |      |      |      |      |      |      |      |      |      |      |
|--------------------------|-----------------------------|----------------------|---------------------------|----------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|
|                          |                             |                      |                           | 7                    | 8    | 9    | 10   | 11   | 12   | 13   | 14   | 15   | 16   | 17   |      |      |      |
|                          | <a href="#">Work Center</a> | <a href="#">Task</a> | <a href="#">Job Order</a> | <a href="#">Type</a> | hr   | Sun  | Mon  | Tue  | Wed  | Thu  | Fri  | Sat  | Sun  | Mon  | Tue  | Wed  | Th   |
| <input type="checkbox"/> | AASA                        | WM0000000            |                           | RG                   |      | 8.00 |      | 8.00 |      |      |      |      | 8.00 |      | 8.00 |      |      |
|                          |                             |                      |                           | NtDiff               |      |      |      |      |      |      |      |      |      |      |      |      |      |
|                          |                             |                      |                           | Haz/Oth              |      | TS   |      | TS   |      |      |      |      | add  |      | add  |      |      |
| <b>Reported Hours</b>    |                             |                      |                           | <b>32.00:</b>        | 0.00 | 8.00 | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8.00 | 0.00 | 8.00 | 0.00 | 0.00 |

  

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- Click the "Save" button to post the entry to the database.